

## Job Description

**Job Title:** Director, Student Health Services  
**Department:** Special Education/Pupil Services  
**Reports to:** Director, Special Education/Pupil Services  
**FLSA Status:** Exempt  
**Prepared Date:**  
**Approved Date:**

### SUMMARY

Directs the activities of the department in support of Milwaukee Public Schools' needs by performing the following duties personally or through other staff.

**DUTIES AND RESPONSIBILITIES** include the following, as well as compliance with all Agency policies and procedures. Other duties may be assigned.

- Leads the assessment, planning, development, implementation and evaluation of comprehensive school health programs.
- Helps the development and coordination of internal and external partnerships to support school health.
- Supports the innovation of child-family-school partnerships and community involvement.
- Ensures school health policies are aligned with the district strategic plan and support healthy, resilient learners.
- Adheres to Wisconsin guidelines, regulations and statutes governing school health and the policies and procedures of Milwaukee Public Schools.
- Serves as an advocate for education by building and maintaining positive relationships with all clients and Agency partners, the public, and representatives from print and broadcast journalism. These contacts will require considerable tact, diplomacy, broad comprehension, and persuasiveness.
- Manages relationships regarding critical matters concerning important operations, research and development, financial affairs, client relations, etc., encompassing planning, policy formulation, and capital.
- Provides advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with established policies.
- Develops and markets services that meet the needs of the members and clients.
- Controls and safeguards highly restricted knowledge, information, and confidence related to the Institute's economic status, business prospects, expansion programs, and strategies relative to existing and future programs and plans.
- Establishes and maintains an effective system of communications with staff, partners, and administration.

### SUPERVISORY RESPONSIBILITIES

Responsible for the supervision of all staff members within his/her department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A qualified candidate must possess the following competencies:

- Passionate about improving education for all learners.
- Strong written and oral communication skills.
- Innovative thinker, continually looking for ways to improve processes, programs, and outcomes.
- Self-directed learner; actively adds to his or her own knowledge and skill base.
- Strong service acumen; strives to help others.
- Significant clinical competence.
- Is a visionary leader. Creates clear, compelling vision, communicates the vision well to gain commitment, and mobilizes others to fulfill the vision.
- Strong organizational and time management skills.
- Leads with integrity; inspires trust and respect.
- Strong leadership and staff management skills. Ability and desire to develop staff to their full potential.
- Strong ability to positively influence others.
- Able to proficiently use multiple forms of technology, including the Internet and word processing, spreadsheet, and presentation software.
- Creativity.
- Sound judgment and the ability to make decisions despite ambiguous situations.
- Strong initiative and ability to research information and ask questions.
- Strong ability to influence others and bring people of various backgrounds and motivations together to achieve a common purpose.
- Skilled ability to conduct research.
- Successful track record of using project management strategies to implement multi-faceted, long-range projects.
- Manage budget and procurement for the nursing department.
- Lead professional development of the nursing department and school personnel as it relates to health barriers to learning and healthcare.

#### **EDUCATION AND/OR EXPERIENCE**

- Master's degree in nursing required.
- Eight to ten years of public health experience required.
- Leadership experience required.
- Experience as a Nurse Practitioner preferred.
- Experience as an advanced practice nurse prescriber preferred.
- Experience working in a large public sector entity preferred.

#### **CERTIFICATIONS AND LICENSES**

- Current State of Wisconsin Department of Regulations and Licensing license to practice as a Registered Nurse required.